

ADMINISTRATIVE - INTERNAL USE ONLY

85-0167

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Implementation of the Banding System

|  |            |          |           |  |
|--|------------|----------|-----------|--|
| STAT FROM:   |            |          | EXTENSION | NO.  |
| STAT   | C/PMCD/OP  |          |           |  |
| STAT   |            |          | DATE      | 11 JAN 1985  |
| TO: (Officer designation, room number, and building) |            | DATE     |           | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)  |
|  |            | RECEIVED | FORWARDED |  |
| STAT   | 1. C/ID    |          |           | <p>Attached is an interim response to D/OC on processing procedures for banding. Although we do not have a "quick fix" for the problem of processing bonus payments, we still have time to work them out. No bonus payments will be made until completion of the first evaluation process next fall.</p> |
| STAT   | 2.         |          |           |  |
| STAT   | 3. DD/PA&E |          |           |  |
| STAT   | 4.         |          |           |  |
| STAT   | 5. EO-D/OP |          |           |  |
| STAT   | 6.         |          |           |  |
| STAT   | 7. DD/OP   |          |           |  |
| STAT   | 8.         |          |           |  |
| STAT   | 9. D/OP    |          |           |  |
| STAT   | 10.        |          |           |  |
| STAT   | 11.        |          |           |  |
| STAT   | 12.        |          |           |  |
| STAT   | 13.        |          |           |  |
| STAT   | 14.        |          |           |  |
| STAT   | 15.        |          |           |  |

FORM 610 USE PREVIOUS EDITIONS

ADMINISTRATIVE

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Implementation of the Banding System

FROM:

Robert W. Magee

D/OP

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Communications

2.

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15.

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GPO : 1983 O - 4

MEMORANDUM FOR: Director of Communications

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Implementation of the Banding System

REFERENCE: Memo for D/OP fm D/OC, dtd 19 Dec 84,  
Same Subject

1. In response to your referent memorandum, the following procedures are approved:

- a. Promotions between band levels will be designated "Promotions."
- b. Incremental increases within a band level will be designated "Merit Advancement." The Office of Personnel will initiate necessary changes to the HRS 2 system, with necessary changes to be completed by 30 March 1985.
- c. Personnel Action Form 1152 may be used to process promotions and incremental increases.
- d. Current guidelines for positions and employee designations under the Fair Labor Standard Act (FLSA) will be used at implementation. TCO I and TCO II employees and positions will be designated non-exempt (A). TCM III and TCM IV employees and positions will be designated exempt (N). Under current guidelines, employees in the TCO III category will be non-exempt (A). However, new guidelines are pending from the Office of Personnel Management (OPM) which may necessitate a review of the TCO III category in July 1985 when the new OPM guidelines are scheduled for implementation. We will advise you as soon as we learn the OPM plans.

2. At this time, I must defer on approval of the proposed procedures for the "Bonus Awards." Currently the Form 560 can only be used for actions resulting in a permanent change in pay status. We are evaluating options for handling bonus payments and will provide an answer to you on this issue by 15 February 1985.

3. If you have any questions on these actions, please call  or me.

Robert W. Magee  
Robert W. Magee

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SUBJECT: Implementation of the Banding System

STAT OP/PMCD/C&CPB,  (9 Jan 84)

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MEMORANDUM FOR:

C/TRA B *dh*

FYI

Chris Com (FYI)

Mike/Kathy

(Keep)

Date

FORM 5-75 101 USE PREVIOUS EDITIONS